



NEVADA STATE BOARD OF COSMETOLOGY

Las Vegas Office
1785 E. Sahara Avenue, Suite 255
Las Vegas, Nevada 89104
702.486.6542

Reno Office
4600 Kietzke Lane-Building 0, Suite 262
Reno, Nevada 89502
775.688.1442

www.cosmetology.nv.gov

State of Nevada Board of Cosmetology

Unclassified Position Announcement

Inspector III

Recruitment: The State of Nevada Board of Cosmetology is seeking qualified applications for a full-time Field Inspector III position located in the Las Vegas area.

Resumes and Applications: accepted through close of business on **June 18, 2015**. Application forms may be obtained from the Las Vegas or Reno office or the Board's website at:

www.cosmetology.nv.gov

Education, Experience, and Other Information:

1. Bachelor's degree from an accredited college or university with a major in law, criminal justice, health administration, public administration, business administration, police science or closely related field; two years experience in a program area where standard investigative techniques were utilized to make program compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions, penalties or judicial prosecution. Determinations are based on evidence observed and/or collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory or comparable setting; OR
2. High school graduation or equivalent GED; OR
3. One year as a Compliance Investigator I in Nevada State service; OR an equivalent combination of education and experience in which the applicant has demonstrated possession of the necessary knowledge, skills and abilities.
4. Nevada driver's license (required)

Approximate Annual Salary & Benefits: Starting salary is grade 35-37 (TBD) based on experience and qualifications. Medical, Dental and Vision insurance programs are available; paid vacation and sick leave; retirement plan (PERS) and other available benefits.

Responsibilities:

1. Inspection Operations
 - a. Represent the Chief Inspector, as assigned, and perform the duties of the Chief Inspector in the absence of the Chief Inspector
 - b. Stay informed on all applicable statutes and regulations pertaining to NRS and NAC 644
 - c. Communicate and explain statutes and codes during inspections as needed
 - d. Enforce all statutes and regulations pertaining to NRS 644 and NAC 644
 - e. Organize and update inspection routes for all inspectors in the Las Vegas office monthly
 - f. Maintain license control log and schedule first inspections of new salons and schools

- g. Keep accurate daily records on the activity report form, showing the time in and out of each establishment, and/or location
- h. Issue compliance notices when appropriate
- 2. Field Inspections
 - a. Complete an inspection report during an inspection for every establishment, school of cosmetology and/or location for public health and safety compliance with sanitary codes, when needed;
 - b. Prepare case files and reports of investigations;
 - c. Keep accurate records pertaining to citations, civil citations and complaints on the computer and tracking books;
 - d. Audit student timecards as needed;
- 3. Investigations
 - a. Investigate alleged complaints for possible violations of statutes or regulations;
 - b. Gather and preserve evidence and testify at hearings, when necessary;
 - c. Report to the Chief Inspector on a daily basis pertaining to volatile situations and/or issuing of citations, posting of legal notices, hand deliver, subpoenas, letters and correspondence as instructed by the Executive Director, and/or office;
 - d. Posting of legal notices, hand deliver subpoena's, letters and correspondence as instructed by the Board, Executive Director and/ office
 - e. Review current NRS laws and NAC regulations to assist in any required revisions
- 4. Travel
 - a. Responsibilities require travel within and outside of the State
 - b. Shall have a personal vehicle that is used for conducting their inspection responsibilities
 - c. Shall provide the Board with a copy of their current automobile policy covering the automobile that is being used in conducting the Board activities. The documents shall note the coverage being provided by the insurance company
 - d. Shall maintain automobile insurance compliant with the State's minimum required coverage or more for property damage, personal injury and liability
- 5. Miscellaneous
 - a. Performs other duties as deemed necessary and appropriate or required by the Executive Director, statute or regulation

Knowledge, Skills, and Abilities:

- 1. Ability to: read, understand, and apply laws and regulations that relate to the Nevada Revised Statutes and Nevada Administrative Code relating to the activities of the Nevada State Board of Cosmetology; knowledge about the operation of the Cosmetological industry relating to salon management, salon equipment, salon operations, and salon facility requirements; knowledge of supervisory principals and practices; maintain good working relationships with other governmental enforcement agencies, governmental officials, and the general public; think through the consequences of a decision prior to making it; and use computers and related software to prepare reports.

Submit Cover Letter, Resume and Application to:

Adam L. Higginbotham
 Inspector III Position
 State of Nevada Board of Cosmetology
 1785 E. Sahara Suite 255
 Las Vegas, NV 89104